

**VACANCY ANNOUNCEMENT  
ANNOUNCEMENT #06-01**

**Opening Date:** October 17, 2005 **Closing Date:** November 18, 2005

**LOCATION OF POSITION:** **WESTERN DISTRICT OF NEW YORK**  
**Buffalo - 2 Positions; Rochester - 1 Position**  
**POSITION TITLE:** **PROBATION OFFICER ASSISTANT**  
**STARTING SALARY RANGE:** **CLASSIFICATION LEVELS 23-25 (\$31,866-\$43,164),**  
**based on qualifications and experience**  
**STARTING DATE:** **FEBRUARY 6, 2006**

**DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:**

**District:** The Western District of New York encompasses 17 counties and consists of two offices. There are four district court judges, three senior judges, and five full-time magistrate judges.

**Probation Office:** The probation office is headquartered in Buffalo and has one division office in Rochester.

**Workload:** Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial releasees and pretrial diversion cases and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

**Duties of Probation Officer Assistant:** A probation officer assistant performs duties and responsibilities such as, but not limited to, the following:

- (1) Investigates/supervises defendants/offenders to maximize adherence to conditions, reduce risk to the community, and to provide correctional treatment.
- (2) Maintains personal contact with defendants/offenders through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Responsible for detection of substance abuse and implements the necessary treatment or violation proceedings of appropriate offenders. Refers defendant/offenders to appropriate outside agencies such as medical and substance abuse assessment/treatment facilities, employment and training.
- (3) Investigates and prepares presentence reports in Sentence Guideline format and appropriate calculations. Develops sentence recommendation working closely with the supervisor and/or team leader. Follows disclosure procedure of the presentence report to all relevant parties. Responds to judicial officer's requests for information and advice.
- (4) Detects and investigates violations and implements appropriate alternatives and sanctions. Reports violation of the conditions of supervision to the appropriate authorities. Testifies at court or parole hearings.
- (5) Initiates contacts with and replies to inquiries from other U.S. Probation offices, the U.S. Parole Commission, the Bureau of Prisons, the Administrative Office of the U.S. Courts, the U.S. Sentencing Commission, the Federal Public Defenders Unit, and various Department of Justice law enforcement agencies. Conducts preliminary interviews and other investigations as required.
- (6) Maintains a detailed written record of case activity.

**MINIMUM QUALIFICATION REQUIREMENTS:** Applicants must have two years of general experience to qualify for Classification Level 23, Step 1 (\$31,866); or two years of specialized experience, including at least one year equivalent to work at Classification Level 24 level, to qualify for Classification Level 25, Step 1 (\$34,799). Within each classification level, an evaluation of quality of experience and competitive factors may provide placement at salary levels above Step 1 up to and including Step 25. Salary placement above Step 1 of either classification is granted at the discretion of the Chief U.S. Probation Officer.

**COMPETITIVE FACTORS:** **Bilingual (Spanish) candidates are encouraged to apply.** Applicants possessing a bachelor's degree from an accredited college or university are preferred.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or operational support experience requiring the regular and recurring application of clerical or operational support procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

**PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:** The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, they must be physically capable. Officer Assistants must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. First-time appointees to positions covered under law enforcement retirement provisions must not have reached their **37th** birthday at the time of appointment.

**APPLICATION PROCESS:** Individuals interested in being considered for the position are invited to submit a cover letter and resume. The cover letter should include a narrative statement describing your interest in seeking this position. Submit to: Joseph A. Giacobbe, Chief U.S. Probation Officer, 234 U.S. Courthouse, Buffalo, New York 14202. Job description and additional information can be located on our website at [www.nywp.uscourts.gov](http://www.nywp.uscourts.gov).

Prior to appointment, applicants considered for this position will undergo an extensive background investigation conducted by the Office of Personnel Management and pre-employment drug screening. The final candidate may also be subject to a pre-employment medical examination to ensure compliance with our national medical standards. In addition, the incumbent will be subject to updated background investigations every five years and random drug screening.

Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Due to the volume of applications, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Resumes must be received by the close of business on November 18, 2005.

**No phone calls please.**  
**This Court is an Equal Opportunity Employer**